

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 31**

**September 27, 2005**

**SUBJECT: STANDARDIZED INVESTIGATIVE REPORTING**

**PURPOSE:** The Department has joined efforts with the Office of the Los Angeles City Attorney (CA) and the Office of the Los Angeles District Attorney (DA) to streamline the case filing process. In doing so, the Department agreed to develop a standardized reporting format for all investigative and arrest reports.

This Order establishes standardized guidelines for the content to be included within the narratives of all investigative and arrest reporting formats. In addition, this Order revises and renames the Preliminary Investigation Report (PIR), Form 3.01.0, revises the Field Notebook Divider - General Reporting Instructions, Form 18.30.0, and revises the Field Notebook Divider - Preliminary Investigation Report, Form 18.30.1.

**PROCEDURE:**

**I. PRELIMINARY INVESTIGATION REPORT, FORM 3.01.0 - REVISED.**

The Preliminary Investigation Report (PIR), Form 3.01.0, has been renamed "Investigative Report," and revised as follows:

- \* The section titled "Preliminary Case Screening" has been re-titled "Case Screening Factors;"
- \* A box to document the "Incident Number" has been added; and,
- \* The narrative instructions have been revised to reflect the required headings, as specified in Section II of this order.

**A. Use of Form.** Current uses of the form remain in effect.

**B. Completion - General.** Current completion procedures remain in effect. For general guidelines on the content to be placed under each narrative heading, refer to the Field Notebook Divider - General Reporting Instructions, Form 18.30.0, and the Field Notebook Divider - Investigative Report, Form 18.30.1.

**C. Distribution.** Current distribution procedures remain in effect.

**II. FIELD NOTEBOOK DIVIDER - GENERAL REPORTING INSTRUCTIONS, FORM 18.30.0 - REVISED.** The Field Notebook Divider - General Reporting Instructions, Form 18.30.0, has been revised to reflect the revisions made to Form 3.01.0, to include the required headings and content to be included under each heading, and provide general instructions for writing report narratives.

The narrative portion for **all** Investigative Reports, and Arrest Reports shall be documented within each of the following heading categories as appropriate, in the following order:

- \* ADDITIONAL PERSONS INVOLVED;
- \* SOURCE FO ACTIVITIY;
- \* INVESTIGATION;
- \* ARREST;
- \* INJURY/MEDICAL TREATMENT;
- \* PHOTOGRAPHS;
- \* BOOKING;
- \* EVIDENCE;
- \* ADDITIONAL;
- \* COLLISION SUMMARY;
- \* PROPERTY STOLEN/LOST/RECOVERED/DAMAGED; and,
- \* COURT INFORMATION.

**Exceptions:** If an Investigative Report qualifies as "Short-Form", no narrative is required, only an itemized list of property stolen, lost, recovered, or damaged using the columns provided.

The following headings may be omitted if not applicable to the investigation:

- \* ADDITIONAL PERSONS INVOLVED;
- \* ARREST;
- \* BOOKING;
- \* ADDITIONAL;
- \* COLLISION SUMMARY; and,
- \* PROPERTY STOLEN/LOST/RECOVERED/DAMAGED.

**III. FIELD NOTEBOOK DIVIDER - PRELIMINARY INVESTIGATION REPORT, FORM 18.30.1 - REVISED.** The Field Notebook Divider - Preliminary Investigation Report, Form 18.30.1, has been revised and renamed "Field Notebook Divider - Investigative Report," Form 18.30.1.

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**FORMS AVAILABILITY:** The Investigative Report, Form 3.01.0, will be available from the Department of General Services, Distribution Center, in about 90 days. A copy of the revised form is attached for reference. Department personnel shall continue to use the Preliminary Investigation Report, Form 3.01.0, until the revised form is available.

The Field Notebook Divider - General Reporting Instructions, Form 18.30.0, and Field Notebook Divider - Investigative Report, Form 18.30.1, will be available from the Department of General Services, Distribution Center, in about 90 days. Copies of the revised Field Notebook Dividers are attached for duplication and immediate use.

**AMENDMENTS:** This order amends Section 5/3.11.20, 5/18.30 and 18.30.1 of the Department Manual. In addition, all references to the Preliminary Investigation Report, PIR, a preliminary investigation and Preliminary Case Screening will be amended to reflect this Order at the next publishing of the Department Manual.

**AUDIT RESPONSIBILITY:** The commanding officer of each concerned bureau shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON  
Chief of Police

Attachments

DISTRIBUTION "D"